

Maine Revenue Services AMENDED RETURN

030632000

OF MAINE INCOME TAX WITHHELD

FORM 941	A-ME	Perio	Mo. od Covered:	Day Year Mo	o. Day Year
thholding Account Nur	mber:	Withheld inc	come tax previously reported	for the quarter1	
and Address.					
ame and Address:		Correct with	held income tax for the quart	562	- - - - - - - - - - - - - -
			Withheld income adjustment	3	•
			5. If overpayment amount here (A	, enter	
	INDIV	IDUAL EMPLOYEE WIT	HHOLDING CORRREC		
A Originally Reported Employee Social	B Correct Employee Social	C Name of Employee	D Originally Reported Withholding	E Correct Withholding	F Adjustment (Column D minus
Security Number	Security Number				column E)
	TOTALS				
Under penal	ties of perjury, I certify th	nat the information contain	ned on this return, report	and attachment(s) is true	and correct.
Date Signa	Signature Title				ione
6. Explanation of adjustments:			Make check p Treasurer, Sta	ayable to: te of Maine	
				P.O. 1	e Revenue Services Box 1061 asta, ME 04332-1061

Rev. 1/03

Office use only

INSTRUCTIONS FOR AMENDED RETURN

Purpose of Form: Use Form 941A-ME to correct an error in income tax withheld for an earlier quarter. Please do not make adjustments on any current Form 941ME or 941/C1-ME to amend the period for which the error was made. Prepare a separate 941A-ME for each quarter in which an error was made.

Period Covered: Enter the beginning and ending dates of the period being corrected. For example, if the error was made in the first quarter of 2003, enter 01-01-03 - 03-31-03.

- **Line 1:** Enter the withholding amount previously reported for the **quarter** being corrected. Enter the entire withholding amount from line 1 of the quarter being corrected. Do not amend using individual employees withholding corrections.
- **Line 2:** Enter the correct withholding amount for the entire quarter being corrected.
- **Line 3:** Line 1 minus line 2. This amount may be either positive or negative. If it is negative, enter a minus sign in the box to the left of the number. A negative number indicates a balance due and should be entered on line 4. A positive number indicates an overpayment and should be enetered on line 5.
- **Line 4. Balance Due:** If the amendment results in a balance due (line 2 larger than line 1), enter the balance due amount on line 4 and enclose a check for that amount. Mail the payment to Maine Revenue Services, P.O. Box 1061, Augusta, ME 04332-1061.
- **Line 5. Overpayment:** If the amendment results in an overpayment (line 1 larger than line 2), enter the overpayment on line 5. A refund check will be mailed to you.

Corrections to Individual Employee Income Tax Withholding: Enter data ONLY for those employees whose withholding amounts are being adjusted.

Line 6: Use this space to enter an explanation of the error you are correcting.